

| POSITION DESCRIPTION (Please Read Instructions on the Back) | | | | | | 1. Agency Position No. NL11477 | | | | | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|------------------------------------|--|----------|--|-----------|--|
| 2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other <i>(Show any positions replaced)</i> | | 3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field | | 4. Employing Office Location Orlando, FL | | 5. Duty Station Orlando, FL | | 6. OPM Certification No. | | | | | |
| | | 7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt | | 8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input checked="" type="checkbox"/> Employment and Financial Interests | | 9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | 13. Competitive Level Code 1319 | | | | | |
| | | 10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR) | | 11. Position is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither | | 12. Sensitivity <input type="checkbox"/> 1 - Non-Sensitive <input checked="" type="checkbox"/> 3 - Critical Sensitive <input type="checkbox"/> 2 - Noncritical Sensitive <input type="checkbox"/> 4 - Special Sensitive | | 14. Agency Use | | | | | |
| 15. Classified/Graded by | | Official Title of Position | | Pay Plan | | Occupational Code | | Grade | | Initials | | Date | |
| a. U.S. Office of Personnel Management | | | | | | | | | | | | | |
| b. Department, Agency or Establishment | | | | | | | | | | | | | |
| c. Second Level Review | | | | | | | | | | | | | |
| d. First Level Review | | LOGISTICS MANAGEMENT SPECIALIST | | GS | | 0346 | | 13 | | PW | | 15 Oct 99 | |
| e. Recommended by Supervisor or Initiating Office | | | | | | | | | | | | | |
| 16. Organizational Title of Position (if different from official title) | | | | 17. Name of Employee (if vacant, specify) | | | | | | | | | |
| 18. Department, Agency, or Establishment DEPARTMENT OF THE ARMY (DA) | | | | c. Third Subdivision DIRECTORATE OF LOGISTICS (L) | | | | | | | | | |
| a. First Subdivision US ARMY MATERIEL COMMAND (AMC) | | | | d. Fourth Subdivision CONSTRUCTIVE SIMULATIONS DIVISION (LC) | | | | | | | | | |
| b. Second Subdivision SIMULATION, TRAINING & INSTRU CMC (STRICOM) | | | | e. Fifth Subdivision | | | | | | | | | |
| Employee review - This is an accurate description of the major duties and responsibilities of my position. | | | | Signature of Employee (optional) | | | | | | | | | |
| Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the | | | | knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations. | | | | | | | | | |
| a. Typed Name and Title of Immediate Supervisor DAVID W. MANNING, DIRECTOR FOR LOGISTICS | | | | b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) | | | | | | | | | |
| Signature  | | | | Date 15 Oct 99 | | Signature | | | | Date | | | |
| 21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards. | | | | 22. Position Classification Standards Used in Classifying/Grading Position USOPM PCS GS-0346, Jan 87; USOPM AAGEG, Aug 90 | | | | | | | | | |
| Typed Name and Title of Official Taking Action JAMES B. GODWIN, JR. COL, CHIEF OF STAFF | | | | Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management. | | | | | | | | | |
| Signature  | | | | Date 18 Oct 99 | | | | | | | | | |
| 23. Position Review | | Initials | | Date | | Initials | | Date | | Initials | | Date | |
| a. Employee (optional) | | | | | | | | | | | | | |
| b. Supervisor | | | | | | | | | | | | | |
| c. Classifier | | | | | | | | | | | | | |
| 24. Remarks Position is at full performance level RUS: 7777 Position is a critical acquisition position | | | | | | | | | | | | | |
| 25. Description of Major Duties and Responsibilities (See Attached) | | | | | | | | | | | | | |

Previous Edition Usable

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FPM Chapter 295 USAPPC V1.00

Introduction

Position is located in the Constructive Simulation Division (LS), Directorate for Logistics (L) of U.S. Army Simulation, Training and Instrumentation Command (STRICOM), a major subordinate command of the U.S. Army Materiel Command (AMC). The mission of STRICOM is to provide centralized management and direction for all research, development, acquisition and fielding of Army training devices, simulations, and simulators; instrumentation, targets and threat simulation; and Distributed Interactive Simulation (DIS). The Command centrally directs, coordinates, and supports the materiel development, acquisition and sustainment activities through the matrix organization and four Project Managers.

Incumbent has responsibility for administrative and technical aspects of Integrated Logistics Support (ILS) of assigned programs or projects from the inception of the requirement through transition to life cycle support. These systems integrate complex electronic designs and computer software to meet the military training and instrumentation requirements. The programs or projects may stand-alone or interact with other training devices/tactical hardware, and involve high dollar amounts.

Major Duties

Serves as the Senior Logistics Management Specialist for Battle Staff Simulations programs or projects as the Integrated Logistics Support authority. Acts as a consultant to the Product Managers for all logistics matters concerning Battle Staff Simulations programs and projects. Provides overview technical guidance to logistics managers to include implementation of guidance provided by management as policy memorandums identifying the type and degrees of logistics support required. Serves as the technical authority and administrative coordinator for the support of logistics managers and provisioning/training/publications functional specialists in managing and documenting Integrated Logistic Support program planning, implementation, execution and funding. 40%

Directs the overall logistics program for assigned Battle Staff Simulations programs or projects, delineates key objectives and provides required budget programming support. Directs time-phased schedules for logistics requirement development and other government agency key personnel in efforts to develop and implement effective logistics in accordance with

program requirements. Programs are planned and executed through the preparation of appropriate program documentation and contractual input such that realistic and achievable support goals are defined and acquired to support the fielding of the device. 20%

Provides guidance regarding spares support, test equipment, logistics analysis, requirements development, acquisition, distribution and maintenance planning. Consults on the planning for and determination of, operator and maintenance training requirements for life cycle support, and development of requirements for supporting technical data. Provides assistance in developing requirements for cost estimates, plans, and specifications for buildings or facilities required to support the program/project system. 10%

Assists the Division Chief in distributing and balancing workload among ILS Managers in accordance with established workflow and priorities. Reviews work in progress or completed and maintains status reports of major projects. Receives from the supervisor projected workload for future (new start) programs and makes recommendations as to assignments and resources required to complete programs. Provides mentoring and technical guidance to ILS managers, resolves informal complaints and reports to supervisor on performance, progress and training needs of employees. Makes suggestions to supervisor regarding reassignments, recognition and other personnel needs. 20%

Performs other duties as assigned.

Factor 1, Knowledge Required by the Position

Extensive knowledge of Integrated Logistic Support for acquisition planning, evaluation, implementation and execution to the extent that experience and sound judgment is utilized to resolve logistic supportability problems concerning Battle Staff Simulations programs or projects.

Ability to extend and modify existing ILS techniques or procedures and develop new approaches for use by other logistics specialists in solving a variety of support problems.

Extensive knowledge of the acquisition process and capability to conduct studies and analyses that identify special logistic element requirements, and

determine how to correlate those requirements with program objectives to assure implementation during the various phases of the system life cycle. Applies experimental theories, new developments, and experienced judgement in solving ILS problems generally not susceptible to treatment by accepted methods. Extends, modifies and/or adopts new lines of inquiry for ILS approaches to more effectively and economically assist management in reaching program/project objectives. Sets patterns for subsequent ILS management, which has a wide scale effect on government organizations and participating private sector for assigned programs. Utilizes skills, abilities and experience to summarize ILS programs and long term plans involving substantial investments of resources.

Ability to interpret and present, for acceptance, to top-level management, ILS recommendations for resolving logistic problems or how to increase ILS services while assuring effective and economical mission objectives.

Extensive knowledge of acquisition reform initiatives for contracting and procurement package preparation including Statement of Work (SOW), Specification, Contract Data Requirements List (CDRL), and Request for Proposals (RFP).

In-depth knowledge of the training device acquisition process to determine how well the system is meeting or will meet its logistic and operational requirements. Represents the organization as the ILS expert within and outside the Command regarding the scope of logistics elements needed during various phases of the acquisition process.

Factor 2, Supervisory Controls

General supervision is provided by the assigned supervisor who: (1) provides administrative direction with assignments, identifying goals to be achieved; and (2) consults with incumbent in terms of broadly defined policies, technical objectives and long term milestones to be reached. Overall objectives and available resources are defined by the supervisor; however, the incumbent independently plans, analyzes, reviews and carries out assignments. Incumbent is expected to utilize ingenuity, initiative and resourcefulness in developing strategies and in managing the direction, integration and control of all logistic elements consistent with the acquisition plan. The supervisor reviews completed works for effectiveness in meeting requirements, expected results and impact on mission functions. Results of

work are considered technically authoritative and conclusions and/or recommendations are normally accepted without significant change. The incumbent keeps supervisor informed of progress, potentially controversial subjects and situations and actions which affect policy and funds.

Factor 3, Guidelines

Guidelines include Department of Defense (DOD), Department of the Army (DA), STRICOM, Naval Air Warfare Center Training Systems Division (NAWCTSD) regulations and directives, handbooks, precedents and files of previous projects. While guides are generally applicable, the incumbent makes adaptations in dealing with problems such as identification project assignments, team members, limited or changing funds, schedule changes, contractor performance and contract and training device requirements. Requires originality in developing and establishing standards, procedures and instructions for Integrated Logistic development.

Factor 4, Complexity

Assignments involve new concepts producing new and varied problems to be solved which demands technical expertise and knowledge of state-of-the-art electronics and component maintenance. Requires the incumbent to be especially versatile and innovative in adapting, modifying or making compromises with traditional support structures and originate new techniques for integrating the logistic disciplines. Responsibilities include planning, directing, and controlling evaluation, defining logistics support and fielding of Army training devices and systems. Responsible for complex projects which vary in dollar value in support of U.S. Army as well as Foreign Military Sales (FMS). Training devices/simulators can be technologically sophisticated devices, which utilize complex computer simulations and require 2-5 years from program initiation to final equipment fielding.

Factor 5, Scope and Effect

The purpose of the work is to provide expertise as a staff logistics specialist by furnishing advisory, planning or reviewing services on specific Battle Staff Simulations programs or projects, problems and functions. This work includes the development of criteria, procedures and instructions for logistics managers and private sector program/project participants in the

effective integration of coordination of the various logistics elements at the proper time and at the proper level of intensity. Work has an impact on procurement methods, safety, economy, efficiency, types and sizes of systems to be fielded and/or installed at U.S. Army facilities and installations.

Factor 6, Contacts and Factor 7, Purpose of Contacts

Personal contacts within DOD include Project Managers and Directors, Engineers, Logistics Managers, element managers, procurement personnel, military officers, officials and managers of AMC, TRADOC, FORSCOM, other MACOM and appropriate commodity commands. Contacts outside of DOD will include domestic contractors and representatives of foreign contractors and governments.

Purpose of contacts with high-level Army personnel are for providing ILS guidance and advice concerning requirements, development, implementation and future planning that assures materials, money, manpower and other logistics support efforts are available during the acquisition phase. Contacts outside the Army are to explain the Army's ILS system, discuss ILS acquisition management criteria, phase in of ILS elements during life cycle milestones, and resolve ILS problems that adversely impact in a substantial way the program manager's efforts to accomplish the mission. Negotiates agreements with agencies and contractors where there are conflicting opinions among organizations or individuals who are experts in the field or to justify the feasibility and desirability of logistic proposals to top agency officials. Typical of these contacts are meetings with government and industry personnel developing the training devices and/or requirements.

Factor 8, Physical Requirements

The work is primarily sedentary; however some walking, bending, climbing is required to inspect or inventory training devices at various stages of construction or installation.

Factor 9, Work Environment

The work is performed primarily in an office setting. There may be occasional exposure to inclement weather conditions and noise at outdoor ranges and training facilities.

Special Requirements:

Must be able to obtain and maintain a top-secret clearance.

Subject to drug testing.

Considerable TDY may be required.

NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# NL 11477001

"The employee must meet DoD 5000.52-M requirements applicable to the duties of the position."